



CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

CLASS: Associate Budget Analyst
TENURE: Permanent
TIME BASE: Full-Time
SALARY: \$4111- \$4997

POSITION:

Under the direction of the Director, Administration Division (CEA Level I), the Associate Budget Analyst shall be responsible for the development, implementation, administration and control of the budget's of the State Treasurer's Office (STO), and the Boards, Commissions, and Authorities (BCAs) under the Chair of the State Treasurer.

DUTIES:

- As the Budget Specialist, develop and prepare/directs the development and preparation of, the STO and BCAs budgets; monitors its approval through the executive and legislative review process; formulates program budget policies, standards, and procedures and provides guidance to management to ensure timely and accurate budget development.
- Coordinates budget preparation with the Department of Finance and Legislative Analyst Office; represents the STO in meetings and serves as liaison on budget policy matters with control agencies and the Legislature; attends and testifies at budget and legislative hearings; develops appropriate responses to legislative inquiries regarding budgets forwarded from the Treasurer, Executive Directors, management, Department of Finance, Legislative Analyst Office and the representatives of either the Senate or Assembly; and provides training and assistance to STO and Authorities managers in the development of budgets.
- Responsible for administration, maintenance, revision and control of the budgets for the STO and the BCAs during the operating year; develops and implements the procedures for the preparation of baseline budget and budget change proposals (this includes coordination of all justification material necessary for the presentation and review of program changes); and makes long range fiscal planning estimates and other special analyses on key fiscal issues as required or requested by management.
- Responsible for assessing the reimbursement policies of the STO. This includes monitoring reimbursement reports, recommending funding ratios for reimbursement, assisting in the cost allocation methodologies, and analyzing new and continuing activities of the STO to determine their applicability for reimbursement funding.
- Performs other related duties as required, but not limited to, reviewing fiscal reports for spending trends; responding to Department of Finance "drills"; and calendaring, preparing agendas, and attending monthly fiscal meetings with management staff.

DESIRABLE QUALIFICATIONS:

- A complete understanding and working knowledge of the State budget process.
- Experience evaluating legislation and its fiscal impact.
- The ability to think clearly, act quickly and communicate effectively when dealing with the Treasurer's Executive Office, Executive Directors of the Authorities, and Management staff.
- Ability to recognize issues of political sensitivity and to use tact and discretion when discussing them.
- Ability to analyze and recommend ways to solve problems of organization and management.
- Ability to work independently and with others under pressure.
- Knowledge of Microsoft Word, Excel (working with Macros highly desirable), and Access, or similar IBM compatible applications.

CONDITIONS OF EMPLOYMENT:

Fingerprinting, Background Check and Health Questionnaire are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and have employment list eligibility as an Associate Budget Analyst or are interested in a lateral transfer or reinstatement may apply.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Authorities and Commissions are encouraged to apply if interested in the position.

Please state the source of your eligibility (i.e. list eligibility and score, SROA, surplus employee, reinstatement, etc.) If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, list the number "200-5284-001" next to the classification on your application/resume, i.e., Associate Budget Analyst (200-5284-001).

FINAL FILING DATE:

Applications will be accepted **until filled**. Applications will be screened and only individuals with the best qualifications will be interviewed.

SUBMIT APPLICATIONS TO:

Cecilia Sanchez
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-3100 or TDD (916) 654-9922.